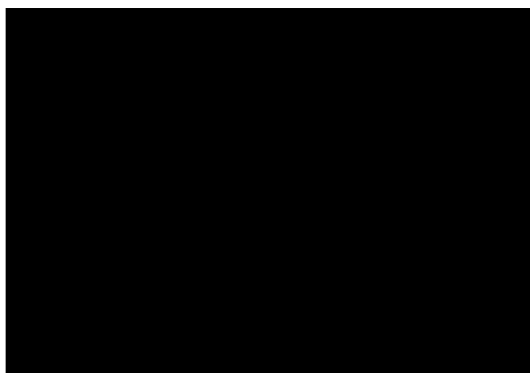


MINUTES

Office of Medical Services  
Career Service Board Meeting

Friday, October 16, 1970

Present:



. . . Chairman  
. . . Member  
. . . Member  
. . . Member  
. . . Member  
. . . Member  
. . . Member  
. . . Member  
. . . Member  
. . . Executive Secretary  
. . . Recording Secretary

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1. The minutes of the Office of Medical Services Career Service Board Meeting of May 8, 1970 were read by the Executive Secretary and approved by the members.

2. The Executive Secretary submitted to each member a written summary of personnel actions (see attachment) taken since the last meeting of this Board for review. One request was made to include QSI actions in the future and the Executive Secretary indicated this will be done.

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3. Chairman of Panel A, [REDACTED] reported the Panel is sorry to lose [REDACTED] (who recently retired) as one of its members. The Panel has been meeting regularly and has interviewed each of the medical officer careerists -- receiving their thoughts and views regarding training, attending professional meetings and considering a proper career development policy. This has included some overseas planning for the individual and, maybe after a period of time, he might be asked to indicate what occupational channel he would like to choose. The Panel felt there could be no fixed program to cover all physician needs. Also, some thought has been given to recruiting. [REDACTED] said the Panel will prepare a summary of its findings in the near future.

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The CSB Chairman commented the individual reports on each medical officer careerist submitted thus far by Panel A have been quite helpful to the D/MS and DD/MS. Dr. [REDACTED] asked if supervisors would receive guidelines from the collation and summary which Panel A will prepare. Chairman of Panel A indicated the summary would be prepared for the Career Service Board and, hopefully, it would be helpful. Dr. [REDACTED] commented that some suggestions have been made that may not be practical now, but may, perhaps, be valuable in later years.

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4. Chairman of Panel B announced that several positions with which this Panel is concerned had recently been reclassified from GS-13 to GS-14. He indicated all concerned were appreciative.

5. Chairman of Panel C reported that competitive evaluations have been completed for GS9, 10 and 11 grades; GS8 grade will be done soon. Evaluations and recommendations have been prepared for two or three cases which were up for career status recommendations and each case has been recommended for career status. All FRQ and FR's have been reviewed. The Panel has participated in upgrading two positions [REDACTED] The Chairman of this Panel personally interviews all individuals coming to Headquarters on PCS, TDY, and home leave. [REDACTED] asked about the possibility of reassigning technicians who are considered to be over-ceiling and it was learned the Panel had not recently been involved in this. [REDACTED] noted that, if such a situation developed, one remedial step could be retooling the individual with training, as most offices are reluctant to take on untrained individuals from other staffs.

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6. Several items brought up under old business are summarized here:

a. [REDACTED] asked what had happened to the clerical study group and what is its current status. Chairman of the CSB indicated that the ladies had met and decided they preferred to remain under the guidance of their supervisors rather than have a panel.

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b. [REDACTED] asked if a report had ever been made by the ad hoc committee appointed at the CSB meeting August 27, 1969 to review the present promotion system, as requested by memo from D/MS. The CSB Chairman indicated the D/MS received the report and was reassured promotion procedures were sound and there was no current reason to make any changes.

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c. [REDACTED] next referred to a recent survey by the Management Control Division related to grade structure and updated job descriptions. C/SD indicated the job descriptions were sent to C/SD for a paper review and they were returned then to the Office of Personnel.

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d. A discussion ensued concerning Panel A's interest in contract physicians. Chairman of Panel A said the Panel felt the Career Service Board is properly interested in all physicians, but that the Panel has its greatest obligation to careerists -- starting with the younger rather than the older doctors. In addition, it has expanded its interest to include reserve officers; some day the range may be further extended. [REDACTED] noted there are individuals overseas who may be considering conversion and he thought it might be helpful to have the Panel include under its cognizance those contract officers who may convert to staff. He felt some individuals have been neglected until they returned to Headquarters. The CSB Chairman commented that such a matter should not be allowed to go that far and he expected the proper people are being kept advised.

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[REDACTED] suggested inasmuch as contract physicians are not routinely evaluated along with staffers by Panel A possibly Panel C should not be involved in evaluating contract technicians. The CSB Chairman indicated Panel C should continue its current practices as the number of technicians are small and some technicians may continue to serve in a contract capacity.

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e. In connection with [REDACTED] statement on QSI activity which was presented at the last meeting of the CSB, [REDACTED] asked if QSI's could be routed and considered the same as promotion recommendations. [REDACTED] indicated that this is the current practice just as it is for handling training requests. In response to how far the CSB and its panels become involved in personnel matters of this nature, it was made clear that their function is to draw up guidelines, advise, and recommend policy; it does not attend to the day-to-day personnel matters. A matter may be placed on the CSB Agenda by a member of this Board by contacting the Executive Secretary.

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[REDACTED] commented that it would be helpful to know the results of suggestions made by the CSB panels, such as why an individual's promotion was turned down. He was assured that, insofar as possible, this will be done.

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f. In response to [REDACTED] question as to what is the real meaning of conversion to career status, [REDACTED] explained that among other things, the careerist generally receives preference in assignments above all others and that, in the event of reductions in strength, those without status would be the most likely to be released according to general guidelines.

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7. There being no further business, the meeting was adjourned at 3:05 p.m.

Attachment

OMS/clp (4 Nov 70)

Distribution:

- ✓Orig. - D/MS
- 1 - DD/MS
- 1 - DD/R&D/DDS&T
- 1 - C/CD/OMS
- 1 - C/PS/OMS
- 1 - SPD/OMS
- 1 - C/OD/OMS
- 1 - C/PSS/OMS
- 1 - C/FSS/OMS
- 1 - ExO/OMS
- 1 - C/SD/OMS
- 1 - PO/OMS
- 1 - O-D/MS Files
- 1 - AO/FSS/OMS